

**STATEMENT OF WORK
FOR
FOOD SERVICE**

**CHARLESTON AFB, SOUTH CAROLINA
2 November 98**

STATEMENT OF WORK FOR FOOD SERVICES

I. DESCRIPTION OF SERVICES. The contractor shall provide all management, tools, supplies, equipment and labor necessary to ensure that food services are performed at Charleston AFB, South Carolina in accordance with maintenance standards established by the U.S. Department of Health and Human Services Food Code standards, and the local county extension office. The estimated quantities of work are listed in Appendix A, titled Workload Estimates. The contractor shall submit reports and documentation as identified throughout this SOW. Requests for such reports and documentation and responses shall be coordinated through the government point of contact (POC). Contractor tasks include:

- Sanitation Requirements
- Food Preparation
- Service of Food
- Performing cashier services
- Provide Housekeeping Requirements
- Ensuring operator maintenance and minor/major repair of food service equipment
- Managing supplies and equipment
- In the event of contingency, perform all required tasks to include cooking to ensure continued service.

The Charleston AFB Appropriated Fund food service operation consists of a main dining facility, The Magnolia Dining Facility and the Flight Kitchen, and serving food to the Main Fire Department. These facilities are dedicated to providing full meal service and meeting the nutritional needs of Department of Defense (DOD) personnel who frequent the facilities. The Magnolia Dining Facility is a full service dining facility to include carry out service. The Flight kitchen provides boxed meals for passengers and crews in support of flying missions on a 24 hour basis and to customers requesting them in support of ground operations. The Fire Station serves meals (Lunch and Dinner only) to approximately 20 personnel 7 days a week.

Customer Eligibility. The primary customers at these dining facilities are Subsistence in Kind (SIK) recipients. These are military personnel who are allotted rations in government dining facilities at the expense of the government. Secondary customers are military personnel who wish to and are granted permission to dine in the facility at their expense. Organizations such as local cadet troops occasionally dine in the dining facility upon permission from the wing commander. The installation commander may authorize dependents and guests to occasionally eat in the dining facilities.

1. Sanitation Requirements. The contractor shall comply with all federal, State and County sanitation laws and regulations.

a. The contractor shall clean and sanitize equipment and utensils. Contractor shall provide a cleaning schedule for equipment and utensils and coordinate schedule with the FSO.

b. Clean and sanitize dishes, pots, pans, kitchen, and dining areas.

c. *Waste Management.* The contractor shall assist the government by complying with the base-recycling program. This may require segregating reusable/recyclable waste material by type. The government shall retain ownership of all reusable waste materials. Non-reusable waste materials (trash and garbage) will be removed from the facility by a government-approved method.

2. Food Preparations

a. *Subsistence and Material Handling.* Government personnel shall receipt for all Prime Vendor delivered items and visually inspect one hundred percent of items received for deterioration or damage and physically check temperatures on all refrigerated and frozen foods for compliance with the Food Code. Government receiving personnel shall reject all items that appear damaged or not delivered at the proper temperature as specified in the Food Code. Contractor shall offload and stock in appropriate locations upon receipt using FIFO.

b. *Food Preparation.* The contractor shall obtain foods from the senior cook for each meal and accomplish the food preparation tasks listed on Food Service Production Log in accordance with the recipe cards.

c. *Menu Boards.* Put meal information into the computer for maintaining the menu screens. Post menu and prices at the entrance to the dining facility serving area for all meals during the day before the start of the breakfast meal. Post menu and price changes within 5 minutes of notification.

d. *Table Bussing Service.* Clear, clean, and sanitize dining room tables, chairs, or benches within 2 minutes per table, to ensure table availability to customers. Replenish dining table items (napkins, salt, pepper, condiments, etc.) so that they are available to all patrons without waiting.

e. *Food Delivery:* The contractor shall provide food delivery 7 days per week, 2 time per day subsistence from the dining facility to the Fire Station Kitchen in Building 168.

3. Service of Food. The contractor shall serve food to patrons at a flow rate of 100 patrons every 30 minutes through the serving lines. Food shall be served in standard portions, unless smaller portions are requested by the patron. The contractor shall move full serving containers to serving lines and remove containers. Maintain proper temperature on serving lines. Set up and close down serving lines in accordance with the Food Service Production Log, AF Form 662.

4. Cashier Services. Perform cashier duties for each meal to maintain a flow rate of patrons to correspond with serving line flow rates specified in this contract. The contractor will ensure only authorized individuals are served. Cashiers will refer to the military shift leader or the dining facility manager to verify customer eligibility when in doubt.

a. Contractor shall deposit money into the designated bank. The contractor shall take deposit receipt with AF Form 1131 to the Charleston AFB DFAS office to receive a control number from DFAS. The contractor shall bring the AF 1131 with the control number to the Food Service Accounting office not later than the next business day.

5. Housekeeping Requirements. The contractor shall cleanup those areas that immediately affect customer service to include appearance of the dining hall. To ensure customer satisfaction, the Food Service Officer (FSO) conducts customer surveys and solicits customer comments through various methods. The contractor shall distribute customer evaluation forms and assist in

collecting forms and responding to customer comments when requested by the FSO. The contractor shall encourage customer comments.

a. *Floor Cleaning.* Clean floors so that no visible dirt or dust remains on floors, floor mats or runners, in corners, behind doors, or under furniture and equipment. Do not place chairs on tables at any time.

b. *Spot Floor Cleaning.* Spot clean floors to remove food spills and debris.

c. *Restrooms.* Clean, sanitize and stock restrooms. Spot check restrooms during meal times to ensure tidiness and supplies are stocked. Descale toilets and urinals as required. Proper cleaning removes all deposits, stains, and foreign matter, including those under fixture edges, lips, and on all exposed surfaces.

d. *Plants:* Water interior live plants as needed and provide the care needed to maintain the growth and life of the plants. Replace plants as needed.

e. *Special Functions.* The contractor shall decorate the Magnolia Dining Facility with government provided decorative materials for holidays and special occasions. Decorative materials will also include government provided flower arrangements. This will include the decoration of the entranceway to the Magnolia Dining Facility, the dining area and serving line area.

f. *Exterior Cleaning.* Sweep and clean in and around entrances, exits and sidewalks as required to maintain a neat and clean facility appearance at all times. Cleaning includes removing all paper, trash, and cigarette butts from the area. All entrances, exits, and sidewalks leading to and from the facility must be free of snow and ice prior to and throughout each meal period.

g. *Other Housekeeping Tasks.* Replace all burned out light bulbs and fluorescent tubes within 24 hours inside the assigned facilities.

6. Preventive and Required Maintenance. Perform preventive and required maintenance in accordance with manufacturer's instructions on all equipment. The contractor shall schedule and perform preventive and required equipment maintenance between meal periods to minimize customer impact. The contractor shall provide all materials and supplies necessary to perform preventive and required maintenance.

7. Major Maintenance and Repair. Provide major maintenance on equipment to include repair of all government-furnished equipment (listed on Appendix C) and replacement of component parts, hood filters, and water faucets. The contractor is responsible for whatever maintenance method is necessary to properly perform this service.

a. The contractor shall furnish a written cost estimate to the Contracting Officer, coordinated thru the FSO on any equipment repair exceeding \$500.00 to include material and labor costs. Upon approval of the estimate, the contractor shall ensure that the repair is completed satisfactorily. The contractor shall then be reimbursed by the government, at actual invoice cost to the contractor, for all parts and labor used plus any related special handling costs.

b. If the contractor and government point of contact determine equipment is beyond economical repair the contractor, in coordination with the government inspector, shall recommend to the contracting officer, in writing, that such equipment be replaced. The contractor shall include substantiating data to support the recommended replacement. The contractor shall return equipment no longer used to the government.

c. The contractor shall furnish all replacement parts. The contractor shall own all parts purchased until they are installed on government-owned equipment. The government will then reimburse the contractor, at actual invoice cost for all parts used plus any related special handling costs. The contractor shall submit consumption data on all parts used each quarter to the government.

d. Parts purchased for repairs and maintenance shall be of equal or greater quality to the parts replaced. The contractor shall purchase parts at the lowest price obtainable after securing reasonable competition for such purchases. The contractor shall credit all discounts and rebates to the government. Used parts, or a credit invoice for same, shall be turned in to the government.

e. The dining hall supervisor or his representative will determine the classification and response time required for repairs as follows. The contractor shall initiate within and complete repairs within the period of time designated below. If the repairs are not completed within the designated time frame, the contractor shall submit a written explanation to the Food Service Manager stating why the equipment has not been repaired and the estimated date when repairs will be completed.

Routine – Initiate 24 hours – Repair within 4 days

Urgent – Initiate 12 hours – Repair within 2 days

Emergency – Initiate 1 hour – Repair within 1 day

8. Supplies and Equipment. The contractor shall maintain stock level of specific supplies required to perform this contract. The government will provide a list of the required supplies that will be stocked. (For Example, paper products, foil, plastics, trash bags, plastic eating utensils, paper plates, paper cups, etc.)

II. SERVICE DELIVERY SUMMARY.

Service	Standard	Surveillance
Comply with sanitation requirements of the Food Code and state and local laws/regulations. In accordance with Section I, paras 1&2.	Result in 100% of the time in a satisfactory or better rating in Health inspection.	No-Notice Health Inspections will be coordinated through the QAE/FSM/Military Health.
Prepare food IAW recipe cards in accordance with Section I, para 2.	100% of menu items/meal period as provided by the government.	Customer Complaint from Senior Cook on duty.
Service of Food in accordance with the Food Service Production Log in Section I, para 3.	Serve food to patrons at a flow rate of 100 patrons every 30 minutes.	Customer Complaint.
Perform cashier services and ensure cash deposit is accurate and turned in on –time. In accordance to Section I, para 4.	To ensure cash deposits are 100% accurate and turned in within next business day.	Daily check by FSO of AF Form 1131 and deposit slips.
Provide housekeeping in accordance with Section I, para 5.	Clean and sanitize facility to meet required Food Sanitary Code.	Customer Complaint.
Providing operator maintenance And minor / major repair of food Service equipment. In accordance in Section I, paras 6 & 7.	Routine-Repair within 4 days. Urgent-Repair within 2 days. Emergency-Repair within 1 day.	Equipment necessary to cook each meal will be available 95% of meal periods
Managing supplies and equipment necessary to serve the guests in accordance with Section I, para 8.	Never run out of required supplies.	No-Notice QAE inventory inspection.
Provide cooks/food servers to ensure there is no impact of food service operation during contingency operations in compliance with Section IV, para 3b and Appendix D.	Minimum of 24 hours advance notice to replace up to a maximum of 5 military cooks.	Customer complaint.

III. GOVERNMENT FURNISHED PROPERTY AND SERVICES. The government will provide the equipment, materials and services listed here or in Appendix C.

1. Services. The government is responsible for:

α a. *General.*

- Removal of any equipment condemned or replaced from the food service facility receiving area.
- Electrical power into the building and including panel board and circuit breaker.
- Sewer lines from floor and wall drains of buildings.

- All gas, water and steam lines up to and including the supply source for each piece of equipment.
 - Calibration of all scales and deep fat fryer thermostats.
 - Repair of walk-in refrigerators, except for handles, hinges, gaskets, and refrigeration units.
 - Cleaning, maintenance, and repair of exhaust duct systems through the exterior outlet and exhaust fan mechanisms.
 - Alteration, repair, and maintenance of buildings.
 - Providing adequate building space to be used by the contractor for repairs, maintenance, and parts storage.
- b. *Utilities.* The government will provide gas, electricity, sewage, and water.
- c. *Mail Distribution.* On-base only.
- d. *Telephone.* "Class C" (on-base) telephone service. *Commercial telephone service:* The contractor will finish their own commercial telephone line. They may work with the Charleston AFB Communication Squadron to establish this line, if necessary.
- e. *Refuse Collection.* Monday through Friday, at building 350, size of container 8 cubic yard, type of refuse "garbage".
- f. *Recyclable Materials Collection.*
- g. *Security Forces and Fire Protection.* Phone Numbers: 5100 and 117.

IV. GENERAL INFORMATION.

1. Hours of Operation.

a. *Normal.* The contractor shall maintain operating hours at the Magnolia Dining Facility as listed in Technical Exhibit 1. During the required serving hours for the dining facility, any authorized patron may select foods from a complete menu. The contractor shall not remove foods from the serving area until 15 minutes after the end of the posted meal hours. This allows for all patrons to be served an additional time for second servings.

b. *Holidays.* The Magnolia dining facility is open on all holidays. The contractor shall plan for increased attendance expected at Thanksgiving and additional service hours if necessary. The Government will provide holiday schedules during Thanksgiving, the Christmas season, and other special occasions to the contractor at least 5 days before the date of the event.

HOURS OF OPERATION

Main Dining Facility, Bldg 250 (Magnolia Dining Facility)

<u>MEAL</u>	<u>**HOLIDAY and WEEKDAY HOURS</u>	<u>NUMBER OF SERVING LINES</u>	<u>*SAT/SUN</u>	<u>NUMBER OF SERVING LINES</u>
Breakfast	0530 – 0800	1	0530-0800	1
Lunch	1030 – 1300	2	1030-1300	1
Dinner	1630 – 1900	1	1630-1900	1
Midnight	2230 – 0100	1	2230 – 0100	

NOTE: The main dining facility will provide takeout service during normal meal serving hours.

***NOTE:** Two weekends per month the Magnolia Dining Facility has 2 lunch lines in support of components of the Reserve weekends. The contractor will be notified by the FSO at least 5 days in advance of the scheduled weekend.

Reserve And Air National Guard Weekends: Charleston AFB supports several ANG and Reserve units performing active duty requirements on weekends each month. The contractor will be furnished a tentative list of these active duty weekends, which is subject to change with a 24 hour notice. The contractor shall provide sufficient personnel at the Magnolia Dining Facility, Bldg 350, to handle monthly ANG and Reserve weekends. (Estimated two weekends per month).

Visits By VIPs And Inspection Teams: VIPs, Management Assistance Teams, Commander's Annual Facility Inspection Teams, and other operational commitments will require additional contractor support in such areas as sanitation and general appearance. (Estimated six times per year).

Civic Groups: Civic groups are authorized to use the dining facility upon permission from the wing commander. Group size ranges from 10-40 persons with visits occurring May through August. Scout Pack/Troop Support: Occasionally, the Magnolia Dining Facility will host local or passing through civic groups, usually groups of 50 persons or less.

**** NOTE:** Holidays, as determined by the government. The contractor will be notified by the contracting officer of the scheduled serving hours for holidays at least 5 days before the date of the holiday. They will not exceed the hours used for a normal weekday. Thanksgiving and Christmas Day meals will be served using the below serving schedule:

Main Dining Facility, Bldg 250 (Magnolia Dining Facility)
(Thanksgiving and Christmas Day Schedule)

<u>MEAL</u>	<u>HOURS</u>	<u>NUMBER OF SERVING LINES</u>
Breakfast	0630 – 0800	1
Lunch	1130 – 1430	2
Dinner	1600 – 1730	1
Midnight	2300 – 0030	1

Flight Kitchen, Bldg 166

Flight and ground support feeding. Open 24 hours/day, 7 days/week.

Note: The contractor will only provide custodial services at the flight kitchen from 0700 – 1900, Monday through Friday. The contractor shall not provide services at the flight kitchen on holidays that the government observes between Monday and Friday.

2. Security Requirements. All personnel employed by the contractor in the performance of this contract, or any representative of the contractor entering the government installation, shall abide by all security regulations of the installation. The contractor shall sign an agreement stipulating the security requirements of this contract.

a. *Base Access.* The contractor shall obtain personal identification passes for all employees and vehicle passes for all contractor and personal vehicles requiring entry onto Charleston AFB. The contractor must complete Charleston AFB Form 114, Contractor/Vendor Access List, and submit it through the Contracting Officer to the Security Forces and Pass and Registration. Vehicle registration, proof of insurance, and a valid driver's license must be presented for all vehicles to be registered.

b. *Physical Security.* The contractor shall be responsible for safeguarding all government property provided for contractor use. At the end of each work shift, all government facilities, equipment, and materials shall be secured.

c. *Funds Protection.* To protect cash held by the contractor, the contractor shall comply with AFI 31-209, The Resources Protection Program.

3. Performance of Services During Crisis Declared by the National Command Authority or Overseas Combatant Commander. Upon notification by the contracting officer, the contractor shall perform special event services (Contingencies, Operational Readiness Exercises or Inspections, Facility operations on an extended basis up to 24 hours per day, etc.) as required. Emergency or special event services will be priced separately from routine services. These services are explained below.

a. *Emergency or Special Event Services.* Special and emergency situations (for example, accident and rescue operations, civil disturbances, weather warnings, base alerts) may necessitate a dining facility to operate on an extended basis of up to 24 hours per day. The contractor shall provide these services when required by the contracting officer, at the contract line item price for extended service hours. A representative of the contracting officer will verbally advise the contractor of the effort required and the contracting officer will follow up with a modification of the contract.

b. *Contingency Services.* Operations which may increase workload, to include Performance of Services During Crisis Declared by the National Command Authority or Overseas Combatant Commander:

(1) Provide service during military exercises, emergencies, natural disasters and other contingency operations. The numbers of operations vary, but can be reasonably predicted from history. The contractor shall respond to an estimated (4) Operational Readiness Exercises or Inspections (ORE/ORI), military exercises or actual emergencies or natural disasters during an average year by extending serving hours as directed by the contracting officer at the hourly rate shown in the bid schedule for extended service hours. Serving hours under this provision may be increased to twenty-four hours per day and may be implemented as directed by the contracting office at any time as required to meet military mission requirements.

c. *Contingency Workload for Contract Cooks.* In special and emergency situations, including, but not limited to mobilization and surge requirements, the contracting officer may direct the contractor to provide cooks in addition to attendant personnel. This service will be provided at the line item cost per the bid schedule.

(1) The government will provide the contractor a minimum of 24 hours advance notice to replace a specific number of military cooks and the expected duration of the requirement.

(2) The contractor shall provide cooks who are qualified to perform the cook duties specified in AFM 36-2108, Attachment 7. (Refer to Appendix D)

(3) The government, at the government's option, when the government perceives that mission accomplishment is endangered may augment surge requirements beyond the capability of the contractor.

3. Contractor Personnel Meals. Contractor personnel who work in dining facilities under this contract may purchase food and beverages, to be consumed in the facility, while on duty and up to 30 minutes before or after their shifts. Employees shall pay for each item at the established item price to include the government authorized surcharge.

a. Contractor employees who eat government provided food shall pay the established price for each item selected. This policy does not apply to a spoon size taste/sampling by personnel assigned to quality control. Employees purchasing food shall sign customer receipt tapes, which the contractor retains for each meal period as proof of payment. Meals purchased by employees shall not count as meals served for contract payment purposes. Employees shall not bring food from other sources into the dining facility or flight kitchen.

4. Training. The contractor shall provide necessary training to employees and maintain records of all training on-site and have them available for government review. In addition, contractor employees shall receive the government provided training listed below.

a. The contractor shall ensure that contract supervisors receive food handlers training from an individual designated by the Director of Base Medical Services (DBMS). This training class is approximately one hour in length. All non-supervisory employees will be trained in food handling techniques by contract supervisors that have attended the food handlers training course. Refresher training is repeated annually or as often as necessary for personnel to be aware of their responsibilities in safe food handling.

b. Contractor personnel shall attend at least 2 hours per year of fire prevention training provided by the government.

5. Contractor Personnel.

a. *Management.* The contractor shall provide a full-time contract manager on site who shall be responsible for the performance of the work. The name of this person, and an alternate or alternates, who shall act for the contractor when the manager is absent, shall be designated in writing to the contracting officer. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The contract manager or alternate shall be available at all times upon to meet at Charleston AFB with government personnel designated by the contracting officer to discuss problem areas. After normal duty hours, the manager or designated alternate shall be available within 1 hour. The contract manager and alternate or alternates must be able to fluently read, write, speak, and understand English. The positions shall at no time be vacant. They shall comply with installation rules and regulations for motor vehicle use.

6. Conduct. Contractor employees shall not loiter in any working or patron area. Upon completion of their assigned shifts, or after eating, employees shall promptly depart from the food service facilities.

APPENDIX A

ESTIMATED WORKLOAD DATA MEAL ESTIMATES

MAGNOLIA DINING FACILITY				
Average daily meal count for normal work week (week days only)			Average daily meal count for meals served on weekends (Saturdays and Sundays), down days, and holidays	
Breakfast	50-70		Breakfast	40-50
Lunch	300-400		Lunch	200-250
Dinner	140-160		Dinner	150-175
Midnight	40-60		Midnight	30-40

19000 to 21000 meals total are served per month.

CARRY OUT SERVICE AT MAGNOLIA DINING FACILITY : approximately 30-40 meals per day.

FLIGHT KITCHEN: The Flight Kitchen provides approximately 50 ground support box meals and 100 flight meals per day to authorized patrons during a normal duty day. These meals are not used as a factor in payment to the contractor.

FIRE STATION: The Fire Station serves meals (Lunch and Dinner only) to approximately 20 personnel 7 days a week, 2 times per day.

APPENDIX B

MAPS AND/OR SITE PLANS

APPENDIX C

GOVERNMENT FURNISHED PROPERTY/SERVICES/EQUIPMENT

a. GOVERNMENT-FURNISHED FACILITIES

The Government will furnish the contractor the following facilities in which contractors work is performed:

BLDG NO.	USE/DESCRIPTION	APPROXIMATE SQ FT
250	Magnolia Dining Facility	14,913
166	Flight Kitchen	2280
164	Fire Station	175
2002A Tennessee	Hunley Park Storage	1500

b. GOVERNMENT-FURNISHED EQUIPMENT:

Name/Model	Serial Number*	Quantity
Refrigerator, Walk In		2
Freezer, Walk In		1
Ice/Water Dispenser		2
Ice Making Machine		1
Scales		1
Frankfurter Grill		1
Beverage Dispenser		4
Steam Cooker, Vertical, 2 Comp.		2
Griddle, Self Heating		1
Oven, Deck		2
Salad Bars		2
Tilt Frying Pan		2
Deep Fat Fryers		2
Steam Kettles (S/L)		4
French Fry Maker		2
Dishwasher, 3 Tank w/disposal		1
Dishwasher, 1 Tank w/o disposal		1
Food Mixing Machine		1
Vegetable Cutter/Slicer		1
Vegetable Peeling Machine		1
Food Cutter Slicer		1
Air Curtains		7
Heating/Cooling Window Unit		2
Sneezbars/Sneezguards		6
Bulk Milk Dispensers		2
Steam Table		2

Refrigerator, Pass Thru	4
<u>Name/Model</u>	<u>Serial Number*</u>
Hoods, Ventilating, Serving Lines	2
Sinks (1,2,3 compartment w/disposal	1
Carbonated Drink Dispensers	2
Racks, Storage (Storeroom)	38
Tables, Food Preparation	7
Ice Cream Cabinets	2
Desk, Cashier Stand	2
Toaster	2
Bread Warmer	2
Tableware Dispenser	3
Meat Slicer	2
Meat Tenderizer	1
Hand Trucks (4 wheel)	13
Stands for Various Stands	17
Portable Food Cabinets	2
Food Warmer, Pass Thru	2
Bussing Carts	4
Safe	2
Grain Dispenser	2
Grills, L/S	2
Yogurt Machine	2
Pastry Cabinets	2
Fans	4
Freezer, Reach-in	1
Pizza Warmer	1
Cold Tables (Refers)	2
Microwaves	4
Ice Tea Dispensers	2
French Fry, Dispenser	1

***Note:** Serial Numbers will be filled in when issued to the contractor on hand receipt.

c. GOVERNMENT-FURNISHED SUPPLIES:

The only expendable supplies we furnish is the tableware, silverware and utensils for serving and cooking.

APPENDIX D

CONTINGENCY PLAN FOR CONTRACT COOKS

1. In the event the contingency performance requirement for contractor cooks is implemented the following paragraphs will apply:
 - a. As the need arises the Contracting Officer will require the food service attendant contractor to provide cook personnel as required by issuing of a unilateral change order.
 - b. The change order as issued by the Contracting officer will specify the required labor hours/days. The basis for reimbursement to the contractor will be a prenegotiated price based on the labor hours provides.
 - c. The contractor will be given a minimum of 24 hours advance notice to replace a specific number of military cooks and the duration of that requirement. The negotiated payment will be based on the number of labor hours of cooks actually employed during the contingency.
 - d. The contractor will provide uniforms appropriate for cooks. The government will provide chef hats and aprons. Chef hats will be used to distinguish cook personnel from food service attendants.
 - e. The contractor will comply with the sanitation standards of the FDA Food Code.
2. Standard Recipes. Use of standard USAF recipes. If the contract desires to use a new or different commercially acceptable recipe, it shall be submitted to the Food Service Supervisor. Upon approval, the recipe can be added to the recipe file.
3. Progressive Food Preparation. Progressively prepare food items to ensure optimum freshness, flavor, color and texture.
 - a. Short order breakfast items shall be cooked to order.
 - b. Short order items such as hamburgers, hot dogs, and french fries may be prepared in advance only to the extend necessary to ensure the required patron flow through the serving line.
4. Food Preparation. The contractor shall prepare foods on surfaces that have been cleaned, rinsed, and sanitized to prevent cross contamination. Fixed surfaces are sanitized using a clean cloth which has been rinsed in a sanitizing solution.
 - a. Raw fruit and raw vegetables shall be thoroughly washed ingredients with potable water before being cooked and served.

- b. Liquid, frozen, or diced egg products shall be used only as ingredients for cooking and baking.
 - c. Potentially hazardous foods requiring cooking shall be cooked to heat all parts of the food to a temperature of at least 140 degrees Fahrenheit, except where otherwise specified.
 - d. Poultry, poultry stuffing, stuffed meats, and stuffing containing meat shall be cooked to heat all parts of the food to at least 165 degrees Fahrenheit, except where otherwise specified.
 - e. Pork, and any food containing pork, shall be cooked to heat all parts of the food to at least 150 degrees Fahrenheit.
 - f. Rare roast beef and rare steaks shall be cooked to an internal temperature of at least 130 degrees Fahrenheit.
 - g. Potentially hazardous foods that have been cooked and then refrigerated shall be reheated rapidly to 165 degrees Fahrenheit or higher throughout before being served, or before being placed in the hot food storage unit. Steam tables, warmers, and similar hot food holding equipment shall maintain food temperature at not less than 140 Fahrenheit. This equipment shall not be used for reheating of food.
 - h. Frozen foods, which are not thawed as part of the cooking process, shall be tempered in refrigerated units at a temperature not to exceed 45 degrees Fahrenheit for not more than 72 hours. The food shall be removed from the packing boxes, unwrapped, placed in proper containers and covered. It shall be marked with the date and time when thawing begins and the meal to be served.
5. Prepared Sandwiches. The contractor shall individually wrap all sandwiches except sandwiches made on the serving line for individual patrons for their immediate consumption.
- a. Maintain sandwiches made with hot meats or other hot ingredients at 140 degrees to 160 degrees Fahrenheit for no more than 5 hours after which they shall be disposed of as garbage. Once a sandwich is assembled with hot ingredients, it shall not subsequently be chilled or frozen.
 - b. Store prewrapped sandwiches at 45 degrees Fahrenheit or below. They shall be marked with the production date and time and shall be issued or sold before the shelf life expires. After that they should be discarded. Prewrapped sandwiches shall not be made from leftovers. No sandwich shall be reworked, rewrapped or relabeled in an attempt to extend its shelf life.